



## **TOWN OF EAST FISHKILL BUILDING AND ZONING DEPARTMENT**

330 Route 376, Hopewell Junction, NY 12533  
(845) 221-2427 Fax (845) 227-4018  
<http://www.eastfishkillny.org>

### **DWELLING APPLICATION REQUIREMENTS**

**You should read through this entire application before filling it out. You will have to submit 3 copies of a plot plan with all required items noted in item #8 below, prior to or along with the dwelling application to the Building/Engineering Departments. One copy of the plot plan will be returned to you along with one copy of the approved building plans when you pick up your permit. A \$250 PLOT PLAN REVIEW FEE WILL BE COLLECTED AT THE TIME YOU BRING IN THE PLOT PLAN.**

1. Completed Application for Permit and Inventory Sheet (attached).
2. Completed Dutchess County Department of Emergency Response – Request for 9-1-1 Address (Form: #DC911).
  - a) Please fax completed form to Dutchess County Dept. of Emergency Response.
3. Completed Dutchess County Department of Health Application for Sewage Disposal System ('septic system') as applicable (Form: SAN34 – DCOH Sewage Disposal Application).

Note: Prior to issuing a building permit, a pre-installation conference between permit applicant or assignee and Dutchess County Department of Health is required to discuss the location and installation of the well and sewage disposal system.

Please contact Dutchess County Department of Health: 223 Main Street Beacon, NY 12508 (845) 838-4801
4. Completed Builder Setback Agreement form and Driveway Agreement form.
5. Completed Builders Proof of Workers' Compensation & Liability insurance forms.
  - a) 'Town of East Fishkill' to be listed as a Certificate Holder.
  - b) 'Acord' form is permissible for Liability insurance but not for Workers' Compensation.
  - c) Workers' Compensation must be on New York State form.
  - d) In case of Workers' Compensation exemptions, a CE-200 form will be required.
  - e) If you, as contractor or property owner, are acting as general contractor, you must provide liability insurance (Builder's Risk insurance, specifically for that parcel) and workers comp or workers comp exempt. You must also ensure that all sub-contractors have valid insurances.
6. Copy of Deed must accompany completed permit application.
7. Two complete set of Plan Drawings, dated and submitted with completed application including:
  - a) Elevation & Plan Views.
  - b) Dated, signed, sealed by an architect or professional engineer, licensed by the State of New York.
  - c) On all pages, the owner name, address, subdivision name, lot#, and Engineer's/Architect's stamp.

- d) Square footage for the dwelling and the garage to be on the first page of the plans.
  - e) Signed and dated statement of NYS Energy Code Compliance by the design professional.
  - f) Residential Code analysis compliance check, including design loads, performed by design professional and documented on the plans (NYS Residential Code 2010 version).
  - g) Additional information could be required at the request of the building inspector. Decks built for special purpose (e.g., Hot Tub/ Spa) and decks costing over \$20,000 may require engineer's drawings/approval. 42" footing depth requirement is based upon stable soil. Unstable fill or expansive soils may require engineer's soil analysis.
8. Each lot must have three copies of a preliminary plot plan furnished to the Town Engineer indicating front, rear and side setbacks for the house, driveway location, septic system and well and drainage flow patterns with elevations relative to road surface, before a building permit can be issued (Ref: East Fishkill Code §A197-76 & §A197-94).
- a) The plot plan must be prepared and stamped by a licensed professional engineer or land surveyor.
    - i. Cut/fill analysis required with import/export or fill material projections.
  - b) The plot must comply with the following requirements:
    - i. 9-1-1 address.
    - ii. Existing contours and final proposed contours (2 to 1 max. slopes).
    - iii. Surface drainage flow indicated and provisions for protection of adjacent properties against increased water flow as the result of construction of the dwelling (or associated easements or releases if required).
    - iv. All wetland, wetland buffer and floodplain boundaries and Base Flood Elevations.
    - v. Ground floor (lowest slab elevation) and first floor elevations and garage floor (if no garage, so state). Elevations shall be shown to tenths of a foot. If near a floodplain, state one-hundred-year-flood elevation. Lowest part of building to be minimum two feet above floodplain.
    - vi. Sanitary sewer with inverts (if applicable) and cleanout as required (CO on property).
    - vii. Roof, curtain, foundation, and footing drains (with inverts) (as required). (Roof drains and footing drains shall not be interconnected.)
    - viii. Water lines shown with water shut-off (if applicable) (SO in ROW).
    - ix. Placement of septic system with invert elevation and well (if applicable).
    - x. All applicable notes from the approved subdivision plot and/or resolution.
    - xi. Parcel bearings, distances, and acreage.
    - xii. Both edges of pavement and driveway (spot elevations as required).
    - xiii. Utility poles and ID numbers; underground utility junction boxes (if applicable).
    - xiv. All easements or ROW shown with bearings and distances.
    - xv. Street trees (if applicable).
    - xvi. Reference to Filed Map and lot number (if none, provide liber/page).
    - xvii. Engineer/land surveyor certification (stamp-sign).
    - xviii. Certified engineering design or calculations where required.
    - xix. Erosion controls as may be necessary to protect downstream land and water.
    - xx. The plot shall not exceed a 50 scale drawing and must contain two-foot contours on the same datum as the subdivision Filed Map.
    - xxi. Driveway grades shall not exceed a gradient of 4% within 30 feet of the roadway, then 15% overall, then 4% within 30 feet of the dwelling. Where elevations are sought, the developer shall submit driveway profiles, grading plan and cross sections to permit a technical evaluation of the proposal by the Highway Superintendent or the Town

- Engineer. Driveways exceeding 3% must be paved their entire length. All driveways 3% or less shall be paved for the first 30 feet (apron) from the existing edge of pavement.
- xxii. No more than the lesser of 500 tons or 375 cubic yard to be excavated from or imported to a single plot in a 12 month period. Exceptions must have Zoning Board of Appeals approval.
- c) Additional restrictions apply and special permits are required if building construction is on, near, or includes:
- i. Wetlands: Includes wetlands, water bodies, watercourses and their buffer areas. Please consult NYSDEC, USACOE and municipal maps for assistance.
  - ii. Steep Slopes: Includes disturbance to ground areas with greater than 3:1 slope, or 33.3% grade that covers 5,000 sq. feet or more.
  - iii. Retaining Walls: Includes all constructed landscaping walls over 4' in height above their footing.
- d) **Regarding changes:** Changes made deviating from original proposed plot plan must be approved. Additional engineering review fees may apply. Upon approval, original, and/or revisions, a copy of the final plot plan bearing Town Engineer's stamp will be returned to permit applicant, or their assignee, and must be used as the operating plot plan on the site.
9. One of the following departments must be contacted for site approval for proposed installation of driveway, as applicable, before a building permit can be issued:
- a) Town Maintained Road: East Fishkill Highway Department – (845) 221-2681
  - b) County Maintained Road: Dutchess County Dept. of Public Works – (845) 486-2925
  - c) State Maintained Road: New York State Dept. of Transportation – (845) 431-5950

**Note:** When a property abuts a road and the right-of-way for that road has not been previously dedicated to the town, county, or state, then 25 feet shall be added to the appropriate minimum setback, and the setback shall be measured from the center line/center point of the road.

Before the Certificate of Occupancy can be issued, certification from the department having jurisdiction over the road must be received by the Building Department indicating that the driveway has been paved, or a bond needs to be posted at the Building Department for the amount determined by that department having jurisdiction over the road.

**When the permit has been approved, you will receive a call from the Building Department. You may now schedule an erosion control inspection with our Stormwater Management Officer. This inspection must be completed prior to any excavation or construction. When the erosion control inspection has been approved, you will be notified by the Building Department to pick up your permit. Permit must be posted onsite.**

## **INSPECTIONS:**

Please call this office ***at least*** 48 hours prior to schedule required inspections by the building department. Please ensure that your site is ready when you schedule an inspection – an additional charge may apply if an inspection has to be rescheduled due to the site not being ready at the time of inspection or if work has been completed before approval.

**Inspection Request Forms must be filled out and sent to the East Fishkill Building Department *prior to* the scheduled inspection (may be faxed to: 845-227-4018). Failure to do so will result in scheduling a re-inspection. A re-inspection fee will be incurred.**

An electrical inspection (if applicable) is required from a certified electrical inspector:

- Please see the attached list of approved electrical inspectors.

*Prior to* Certificate of Occupancy being issued, you must have:

- For Private Wells: Completed Comprehensive Well Test per local law
- Sign-off from Highway Dept. or driveway bond posted
- Final Plot Plan Approval
- Electrical Certificate
- Department of Health Final Approval
- IF MODULAR – Modular units must be an accepted model with NYS Codes Bureau, with a New York State stamp. WHEN THE MODULAR IS SET ON FOUNDATION – CERTIFICATE FROM A LICENSED ENGINEER MUST BE PROVIDED.

## **NOTES:**

Building Permits, Certificates of Occupancy, and Certificates of Compliance will not be issued on any parcels that have violations noted or unresolved expired permits.

Should this application not meet all the needed requirements, issuance of a permit will be refused by the Building & Zoning Administrator. You may then apply to the Zoning Board of Appeals (ZBA) for a variance for relief from specific requirements. If variance is granted, you may then re-apply for a permit. Be sure to include your ZBA approval number and a copy of the Decision Order issued by the ZBA.

**Poor quality plan drawings or site plans will be rejected.**

The instructions contained herein are not meant to be an exhaustive list. Some additional applications, forms and/or approvals may be required depending upon circumstances. This document is subject to change without notice.



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**ONE FAMILY DWELLING INVENTORY SHEET**

Complete ALL of the following items:

PLANNED SQ. FT. HOUSE: \_\_\_\_\_ x \$0.75/sq. ft. = \$ \_\_\_\_\_

(INCLUDE SQ. FT BASEMENT AND BONUS ROOM, IF FINISHED SPACE)

SQ. FT. GARAGE: \_\_\_\_\_ x \$.40/sq. ft. = \$ \_\_\_\_\_

TOTAL CALCULATED PERMIT FEE: \$ \_\_\_\_\_

# OF STORIES: \_\_\_\_\_ HEIGHT OF STRUCTURE: \_\_\_\_\_ # OF DECKS & SIZE: \_\_\_\_\_

BONUS ROOM: \_\_\_\_\_ SIZE (SQ. FT.) \_\_\_\_\_ FINISHED or UNFINISHED (Circle one)

BASEMENT: \_\_\_\_\_ SIZE (SQ. FT.) \_\_\_\_\_ FINISHED or UNFINISHED (Circle one)

# BEDROOMS: \_\_\_\_\_ # BATHROOMS: \_\_\_\_\_ # KITCHENS: \_\_\_\_\_ RETAINING WALL(S): \_\_\_\_\_

COVERED PORCH: \_\_\_\_\_ ENCLOSED PORCH: \_\_\_\_\_

CENTRAL AIR: \_\_\_\_\_ TYPE OF HEATING SYSTEM: \_\_\_\_\_ (e.g., Boiler)

BTUs: \_\_\_\_\_

(ANSWER YES/NO & HOW MANY):

FIREPLACE: \_\_\_\_\_ (GAS OR WOODBURNING) WOODSTOVE: \_\_\_\_\_ PELLET OR GAS STOVE: \_\_\_\_\_

IS PROPERTY LOCATED IN: 100 YEAR FLOOD PLAIN? \_\_\_\_\_ WETLANDS? \_\_\_\_\_ STEEP SLOPES? \_\_\_\_\_



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**DRIVEWAY AGREEMENT**

I, \_\_\_\_\_ AM CONSTRUCTING A HOUSE ON  
*(Print Name)*

\_\_\_\_\_  
*(Print Address)*

I UNDERSTAND THAT IF I DO NOT PAVE MY DRIVEWAY WITHIN 1 YEAR  
AFTER THE DATE OF THE C/O, I WILL FORFEIT THE ENTIRE BOND AMOUNT.

\_\_\_\_\_  
*SIGNATURE OF BUILDER/OWNER*



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**BUILDER SETBACK AGREEMENT**

I am constructing a house on \_\_\_\_\_ and am aware of the required setbacks. I am further aware that the following “as built” surveys will be required:

- Foundation “As Built” Survey (2 copies): This survey is required after foundation has been poured and *prior to* any framing (or setting if a modular home). It must be submitted by the builder/permit holder and is reviewed to ensure that the foundation location conforms to the filed/approved plans and property lines. This survey must be approved before any further work may be done on the property. I understand that a “stop work order” will be issued if I do not supply the Building Department with the “as built” at the appropriate time.
  
- Final “As Built” Survey (2 copies): This survey is required upon completion of construction and will be supplied to the Building Department for review and approval *prior to* a Certificate of Occupancy and will include, but not necessarily be limited to, overhangs, chimneys and other structural attachments such as decks and porches.

Furthermore, I fully understand that I will not receive any variances from the Zoning Board of Appeals for new construction, which does not meet the required setbacks.

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SIGNATURE OF BUILDER/OWNER

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NAME (PRINTED) OF BUILDER/OWNER



# Application for Approval of a Residential Sewage Disposal System

INSTRUCTIONS: Building Inspector and Applicant to Complete Section 1

Health Department to complete Section 2

## SECTION 1

Date of Application \_\_\_\_\_ Town/Village: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Telephone #: \_\_\_\_\_

Subdivision or Plan Name: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Section No. #: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_

(Town)

(Section)

(Map)

(Parcel / Grid)

Tax Map Number: 

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Location and description of property: \_\_\_\_\_

\_\_\_\_\_

Other name by which property is known: \_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_ Bldg. Permit Applic. No. \_\_\_\_\_

(Zoning Administrator / Building Inspector signature)

## SECTION 2

### For Health Dept. Use ONLY

Environ. Health File # or Map Code #:	
Individual Lot:	
Illegal Subdivision:	
Health Dept. Approved Subdivision:	

Map Expiration Date:	
Subdivision < 5 Lots:	
County Clerk Filed Map #:	
Parcel Extension Date:	

ACTION		DATE	INITIALS
C.O.	Contacts Applicant re: Engineering Requirements		
	Contacts Applicant re: Soil Tests		
	Transmits Application to District Office		
D.O.	Observes soil tests		
	Makes Pre-Construction Site Visit		
	Clears Building Permit with Building Inspector		
	Receives Well Completion Report		
	Receives Fill Section Certification		
	Completes Inspection		
	Clears Certificate of Occupancy with Bldg. Inspector		

**Dutchess County Real Property Tax Service Agency  
Address Request Form**

Office Phone; (845) 486-2140  
22 Market St, Poughkeepsie, New York 12601

Fax Number: (845) 486-2093  
[rptaddressing@co.dutchess.ny.us](mailto:rptaddressing@co.dutchess.ny.us)

Name of Firm/Person requesting address \_\_\_\_\_

Contact person \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**TO BE FILLED IN BY PERSON REQUESTING NEW ADDRESS:**

1. Type of Request:      (    ) Resale                      (    ) New Construction  
                                    (    ) Sub-division              (    ) Other \_\_\_\_\_

2. Real Property Tax Parcel Grid Number:

**13** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Swis code (4)      Section (4)      Block (2)      Lot (6)      Suffix (4)

Filed Map Number (if available): \_\_\_\_\_ Lot # \_\_\_\_\_

3. Parcel old address (if applicable):

\_\_\_\_\_

4. Former owner of parcel or structure:

\_\_\_\_\_

5. New owner of parcel or structure:

\_\_\_\_\_

6. **Attach a plot plan showing actual location of driveway:**

=====

**To be completed by RPT Addressing Staff:**

New assigned 9-1-1 address: \_\_\_\_\_

Name of Technician: \_\_\_\_\_ Date Assigned: \_\_\_\_\_



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**FOOTING INSPECTION REQUEST**

Property Address: \_\_\_\_\_

Builder Name: \_\_\_\_\_ Building Permit#: \_\_\_\_\_

**IMPORTANT NOTES: No inspection will be performed if the yellow construction permit card and the street address/lot number are not properly posted and visible near the road.**

**ALL FOOTINGS MUST BE INSPECTED PRIOR TO BEING POURED; THIS INCLUDES SUPPORT COLUMN FOOTINGS (E.G., LOLLY COLUMN) AND DECK FOOTINGS.**

- |  |  |
|--|--|
| <input type="checkbox"/> Erosion controls, if required, must be in place prior to any excavating commencing at the site.   | <input type="checkbox"/> All footings must be a minimum of 42" below the finished grade.   |
| <input type="checkbox"/> All footings must be on undisturbed natural soils or on engineered fill (Engineered fill requires engineer's certification and compaction testing prior to pouring.) <b>NOTE: If the soil conditions are questionable, the Building Inspector may require engineer's certification and compaction testing prior to pouring.</b> | <input type="checkbox"/> All footings must be constructed as per the Approved Plans (i.e., correct width and depth, re-bar installed, keyway of required).   |
| <input type="checkbox"/> During freezing temperatures the soil under the footings must be prevented from freezing prior to pouring and the poured footing must be protected from freezing until the footing is cured.  | <input type="checkbox"/> <b>The installation of a Superior Wall foundation system requires that the gravel base be inspected by the Building Department prior to the walls being set in place, and requires certification (the certification must indicated the date and time the field inspection was made) of the installation by a NYS Licensed Engineer and that certification must be provided to the Building Department prior to any framing commencing</b> |
| <input type="checkbox"/> The footings must be free of water, mud and loose soil prior to pouring.  |  |

**Note: Not an exhaustive list – additional regulations may apply.**

I, \_\_\_\_\_, have inspected the construction associated with the Building Permit listed above and, to the best of my knowledge the construction has been completed as per the approved plans and is ready for inspection. I have also reviewed the footing inspection checklist above, and I understand that if the construction has not been completed as stated herein a re-inspection is required. A re-inspection fee will be charged for such inspection.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Owner or authorized agent*

**This form must be filled out and sent to the Building Department prior to calling for inspection.**



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**PRE-POUR SLAB INSPECTION REQUEST**

Property Address: \_\_\_\_\_

Builder Name: \_\_\_\_\_ Building Permit#: \_\_\_\_\_

**IMPORTANT NOTES: No inspection will be performed if the yellow construction permit card and the street address/lot number are not properly posted and visible near the road. All previous required inspections must be on file with the Building Department or no inspection will be performed.**

**ALL SLABS MUST BE INSPECTED PRIOR TO POURING CONCRETE FOR THE FOLLOWING:**

- ☐ Site must be ready.
- ☐ All footings must be on undisturbed natural soils or on engineered fill (Engineered fill requires engineer's certification and compaction testing prior to pouring). **NOTE: If the soil conditions are questionable the Building Inspector may require engineer's certification and compaction testing prior to pouring.**
- ☐ Vapor barrier must be in place.
- ☐ Reinforcement must meet or exceed plan specifications.

**Note: Not an exhaustive list – additional regulations may apply.**

I, \_\_\_\_\_, have inspected the construction associated with the Building Permit listed  
(Please print your name)  
above and, to the best of my knowledge the construction has been completed as per the approved plans and is ready for inspection. I have also reviewed the footing inspection checklist above, and I understand that if the construction has not been completed as stated herein a re-inspection is required. A re-inspection fee will be charged for such inspection.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Owner or authorized agent*

**This form must be filled out and sent to the Building Department prior to calling for inspection.**



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**FOOTING DRAINS AND WATER-PROOFING  
INSPECTION REQUEST**

Property Address: \_\_\_\_\_

Builder Name: \_\_\_\_\_ Building Permit#: \_\_\_\_\_

**IMPORTANT NOTES:** No inspection will be performed if the yellow construction permit card and the street address/lot number are not properly posted and visible near the road. All previous required inspections must be on file with the Building Department or no inspection will be performed.

**Backfilling the Foundation –** The excavation outside the foundation shall be backfilled with soil that is free of organic material, construction debris, cobbles and boulders. The backfill shall be placed in lifts and compacted in a manner that does not damage the foundation or the waterproofing or damp-proofing material.

**ALL FOOTING DRAINS/FOUNDATIONS MUST BE INSPECTED FOR THE FOLLOWING BEFORE FRAMING BEGINS:**

- ☐ Footing drains must be visible in their entirety as per the approved plans.
- ☐ The footing drains must be properly pitched and must continue to daylight for termination, or the footing drains may terminate in other approved drainage systems that have been designed and/or approved by a NYS Licensed Engineer.
- ☐ The foundation must be constructed as per the approved plans and must be properly water-proofed.
- ☐ Anchor bolts must be installed in the foundation as per the approved plans, or if not specified in the approved plans anchor bolts must be installed to comply with at least minimum acceptable standards (i.e., anchor bolts are a minimum of ½" diameter and are spaced at a maximum of 6' on enter).
- ☐ The installation of a Superior Walls foundation system requires certification of the installation and footing drains by a NYS Licensed Engineer and must be provided to the Building Department prior to any framing commencing.

**Note: Not an exhaustive list – additional regulations may apply.**

I, \_\_\_\_\_, have inspected the construction associated with the Building Permit listed  
(Please print your name)

above and, to the best of my knowledge the construction has been completed as per the approved plans and is ready for inspection. I have also reviewed the footing inspection checklist above, and I understand that if the construction has not been completed as stated herein a re-inspection is required. A re-inspection fee will be charged for such inspection.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner or authorized agent

**This form must be filled out and sent to the Building Department prior to calling for inspection.**



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**PRE-POUR FOUNDATION (FROSTWALL) INSPECTION REQUEST**

Property Address: \_\_\_\_\_

Builder Name: \_\_\_\_\_ Building Permit#: \_\_\_\_\_

**IMPORTANT NOTES:** No inspection will be performed if the yellow construction permit card and the street address/lot number are not properly posted and visible near the road. All previous required inspections must be on file with the Building Department or no inspection will be performed.

**Backfilling the Foundation –** The excavation outside the foundation shall be backfilled with soil that is free of organic material, construction debris, cobbles and boulders. The backfill shall be placed in lifts and compacted in a manner that does not damage the foundation or the waterproofing or damp-proofing material.

**ALL FOUNDATIONS MUST BE INSPECTED PRIOR TO POURING CONCRETE FOR THE FOLLOWING:**

- ☐ Forms must be accessible for visual inspection.
- ☐ All form work must be complete.
- ☐ The footings must be keyed for the foundation.
- ☐ Reinforcement, if specified, must meet or exceed plans.
- ☐ The certified 'As Built' survey showing the location of the foundation must be provided to the Building Department prior to any framing commencing, or prefabricated structures (Modular construction) being placed on the foundation.

**Note: Not an exhaustive list – additional regulations may apply.**

I, \_\_\_\_\_, have inspected the construction associated with the Building Permit listed  
(Please print your name)  
above and, to the best of my knowledge the construction has been completed as per the approved plans and is ready for inspection. I have also reviewed the footing inspection checklist above, and I understand that if the construction has not been completed as stated herein a re-inspection is required. A re-inspection fee will be charged for such inspection.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner or authorized agent

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**LEADER DRAINS INSPECTION REQUEST**

Property Address: \_\_\_\_\_

Builder Name: \_\_\_\_\_ Building Permit#: \_\_\_\_\_

**IMPORTANT NOTES: No inspection will be performed if the yellow construction permit card and the street address/lot number are not properly posted and visible near the road.**

- ☐ Waterproofing is in place.
- ☐ Leader drains are in place, if applicable.

**Note: Not an exhaustive list – additional regulations may apply.**

I, \_\_\_\_\_, have inspected the construction associated with the Building Permit listed  
(Please print your name)  
above and, to the best of my knowledge the construction has been completed as per the approved plans and is ready for inspection. I have also reviewed the footing inspection checklist above, and I understand that if the construction has not been completed as stated herein a re-inspection is required. A re-inspection fee will be charged for such inspection.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Owner or authorized agent*

**This form must be filled out and sent to the Building Department prior to calling for inspection.**



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**PRE-POUR UNDER-SLAB PLUMBING INSPECTION REQUEST**

Property Address: \_\_\_\_\_

Builder Name: \_\_\_\_\_ Building Permit#: \_\_\_\_\_

**IMPORTANT NOTES: No inspection will be performed if the yellow construction permit card and the street address/lot number are not properly posted and visible near the road. All previous required inspections must be on file with the Building Department or no inspection will be performed.**

**ALL SLABS FOUNDATIONS WITH UNDER-SLAB PLUMBING MUST BE INSPECTED PRIOR TO POURING SLAB CONCRETE FOR THE FOLLOWING:**

- ☐ Plumbing must be exposed for visual inspection.
- ☐ Plumbing must be properly supported.
- ☐ DWV systems shall be tested on completion of the rough piping installation by water or air with no evidence of leakage. Either test shall be applied to the drainage system in its entirety or in sections after rough piping has been installed as follows:
  - ☐ WATER TEST: Each section shall be filled with water to a point not less than 10 feet (3048 mm) above the highest fitting connection in that section, or to the highest point in the completed system. Water shall be held in the section under test for 15 minutes before inspection. The system shall prove leak free by visual inspection.
  - ☐ AIR TEST: The portion under test shall be maintained at a gauge pressure of 5 PSI (34 kPa) or 10 inches of mercury column (2488 Pa). This pressure shall be held without introduction of additional air for a period of 15 minutes.
- ☐ Water-supply system testing. Upon completion of the water-supply system or a section thereof, the system, or portion completed, shall be tested and proved tight under a water pressure not less than the working pressure of the system; or, for piping systems other than plastic, by an air test of not less than 50 PSI (344 kPa). The water used for tests shall be obtained from a potable water source.

**Note: Not an exhaustive list – additional regulations may apply.**

I, \_\_\_\_\_, have inspected the construction associated with the Building Permit listed  
(Please print your name)  
above and, to the best of my knowledge the construction has been completed as per the approved plans and is ready for inspection. I have also reviewed the footing inspection checklist above, and I understand that if the construction has not been completed as stated herein a re-inspection is required. A re-inspection fee will be charged for such inspection.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner or authorized agent

**This form must be filled out and sent to the Building Department prior to calling for inspection.**



**TOWN OF EAST FISHKILL  
BUILDING AND ZONING DEPARTMENT**

330 Route 376, Hopewell Junction, NY 12533  
(845) 221-2427 Fax (845) 227-4018  
<http://www.eastfishkillny.org>

**FRAMING INSPECTION REQUEST**

Property Address: \_\_\_\_\_

Builder Name: \_\_\_\_\_ Building Permit#: \_\_\_\_\_

**IMPORTANT NOTES: No inspection will be performed if the yellow construction permit card and the street address/lot number are not properly posted and visible near the road. All previous required inspections must be on file with the Building Department or no inspection will be performed.**

**ALL FRAMING MUST BE INSPECTED FOR THE FOLLOWING:**

- |  |   |
|--|---|
| <input type="checkbox"/> The certified as built survey showing the location of the foundation has been provided to the Building Department prior to framing.   | <input type="checkbox"/> Headers have been constructed as per the approved plans and are properly supported.  |
| <input type="checkbox"/> The construction has been completed as per the layout and all dimensions indicated on the approved plans. Note: Any changes from the approved plans would require that new plans be submitted to the Building Department for approval prior to the framing inspection. <u>Plan review fee applies.</u>                          | <input type="checkbox"/> Roof framing has been constructed as per the approved plans (roof pitch as per plans, rafter size and spacing, ridge beam size, collar ties size and spacing, and any required support posts have been installed, i.e., king posts). |
| <input type="checkbox"/> Safety rails must be installed where required (i.e., open stairwells).  | <input type="checkbox"/> A copy of the truss certification must be available for the Building Inspector at the time of the framing inspection for any trusses installed. Note: Roof trusses must be properly anchored (hurricane clips).                      |
| <input type="checkbox"/> Girders have been constructed as per the approved plans and are properly supported at the beam pockets in the foundation (only steel or concrete allowed for support) and by Lolly columns or posts as required by the approved plans. Note: Lolly columns must be properly fastened top and bottom (lag bolts, welding, etc.). | <input type="checkbox"/> Chimney chases have been constructed as per the approved plans, are properly fire-stopped, and terminates above the roof at least the minimum dimension required.  |
| <input type="checkbox"/> Sill plates must be properly anchored to the foundation.  | <input type="checkbox"/> All fire-stopping has been properly installed (max. vertical distance – 8' and max. horizontal distance – 20').  |
| <input type="checkbox"/> Wall assemblies have been constructed as per the approved plans.  | <input type="checkbox"/> All stairways constructed on site (interior and exterior, basement stairs and deck stairs) must comply with the stair and rail requirements as specified in section 314, 315, and 316 of the New York State Residential Code.        |
| <input type="checkbox"/> Floor and ceiling joist beams have been installed as per the approved plans (beam size and spacing).  |   |

**Note: Not an exhaustive list – additional regulations may apply.**

I, \_\_\_\_\_, have inspected the construction associated with the Building Permit listed above and, to the best of my knowledge the construction has been completed as per the approved plans and is ready for inspection. I have also reviewed the framing inspection checklist above, and I understand that if the construction has not been completed as stated herein a re-inspection is required. A re-inspection fee will be charged for such inspection.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Owner or authorized agent*

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**PLUMBING INSPECTION REQUEST**

Property Address: \_\_\_\_\_

Builder Name: \_\_\_\_\_ Building Permit#: \_\_\_\_\_

**IMPORTANT NOTES: No inspection will be performed if the yellow construction permit card and the street address/lot number are not properly posted and visible near the road. All previous required inspections must be on file with the Building Department or no inspection will be performed.**

**PLUMBING FACILITIES WILL BE CHECKED FOR:**

- ☐ The plumbing has been completed as per the layout on the approved plans.
- ☐ The materials used comply with code requirements (i.e., type of copper, type of PVC, type of solder, etc.).
- ☐ DWV systems shall be tested on completion of the rough piping installation by water or air with no evidence of leakage. Either test shall be applied to the drainage system in its entirety or in sections after rough piping has been installed as follows:
  - **WATER TEST:** Each section shall be filled with water to a point not less than 10 feet (3048 mm) above the highest fitting connection in that section, or to the highest point in the completed system. Water shall be held in the section under test for 15 minutes before inspection. The system shall prove leak free by visual inspection.
  - **AIR TEST:** The portion under test shall be maintained at a gauge pressure of 5 PSI (34 kPa) or 10 inches of mercury column (2488 Pa). This pressure shall be held without introduction of additional air for a period of 15 minutes.
- ☐ Water-supply system testing. Upon completion of the water-supply system or a section thereof, the system, or portion completed, shall be tested and proved tight under a water pressure not less than the working pressure of the system; or, for piping systems other than plastic, by an air test of not less than 50 PSI (344 kPa). The water used for tests shall be obtained from a potable water source.
- ☐ All fire-stopping has been properly installed (i.e., floor penetrations fire-stopped, penetrations through fire rated walls fire-stopped, etc.).
- ☐ Any drilling or notching of structural members for the installation of plumbing must not compromise the structural integrity and must be in compliance with all applicable codes and standards regulating drilling and notching.
- ☐ Plumbing including gas piping must be properly supported, and must be protected from physical damage (i.e., protected from nails or screws with steel plates, protected from freezing, etc.).
- ☐ Gas piping must be installed and pressure tested in conformance with all applicable codes and regulations.
- ☐ Drains have accessible clean out's installed where required.
- ☐ Vent termination has been extended through the roof.

**Note: Not an exhaustive list – additional regulations may apply.**

I, \_\_\_\_\_, have inspected the construction associated with the Building Permit listed  
(Please print your name)  
above and, to the best of my knowledge the construction has been completed as per the approved plans and is ready for inspection. I have also reviewed the footing inspection checklist above, and I understand that if the construction has not been completed as stated herein a re-inspection is required. A re-inspection fee will be charged for such inspection.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Owner or authorized agent*

**This form must be filled out and sent to the Building Department prior to calling for inspection.**



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**INSULATION INSPECTION REQUEST**

Property Address: \_\_\_\_\_

Builder Name: \_\_\_\_\_ Building Permit#: \_\_\_\_\_

**IMPORTANT NOTES: No inspection will be performed if the yellow construction permit card and the street address/lot number are not properly posted and visible near the road. All previous required inspections must be on file with the Building Department or no inspection will be performed.**

**INSULATION WILL BE CHECKED FOR:**

- ☐ The building must be weather tight prior to the insulation being installed to protect the insulation from being damaged by the elements.
- ☐ The insulation must be installed in conformance with the approved plans, and all applicable codes and regulations. Vapor barriers must be installed correctly. Note: All spaces that will be heated or cooled must be insulated.
- ☐ Doors and windows must meet all energy efficiency requirements and must be installed in conformance with the approved plans, and all applicable codes and regulations. Note: All rooms intended for use as habitable space must have at least one door or window that meets the emergency egress requirements.
- ☐ The insulation must be installed in such a way that the plumbing will be protected from freezing.
- ☐ Insulation installed in roof rafters must be installed properly so as to allow air flow for ventilation between the roof sheathing and the insulation.

**Note: Not an exhaustive list – additional regulations may apply.**

I, \_\_\_\_\_, have inspected the construction associated with the Building  
(Please print your name)

Permit listed above and, to the best of my knowledge the construction has been completed as per the approved plans and is ready for inspection. I have also reviewed the footing inspection checklist above, and I understand that if the construction has not been completed as stated herein a re-inspection is required. A re-inspection fee will be charged for such inspection.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Owner or authorized agent*

**This form must be filled out and sent to the Building Department prior to calling for inspection.**



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**CERTIFICATE OF OCCUPANCY INSPECTION REQUEST**

Property Address: \_\_\_\_\_

Builder Name: \_\_\_\_\_ Building Permit#: \_\_\_\_\_

**IMPORTANT NOTES: No inspection will be performed if the yellow construction permit card and the street address/lot number are not properly posted and visible near the road. All previous required inspections must be on file with the Building Department or no inspection will be performed.**

**CONSTRUCTION WILL BE CHECKED FOR:**

- |  |   |
|--|---|
| <input type="checkbox"/> All work must be completed prior to inspection!   | <input type="checkbox"/> Headers have been constructed as per the approved plans and are properly supported.  |
| <input type="checkbox"/> The final electric inspection must be complete.   | <input type="checkbox"/> Roof framing has been constructed as per the approved plans (roof pitch as per plans, rafter size and spacing, ridge beam size, collar ties size and spacing, and any required support posts have been installed, i.e., king posts). |
| <input type="checkbox"/> The final Department of Health approval must be on file with the Building Department.   | <input type="checkbox"/> A copy of the truss certification must be available for the Building Inspector at the time of the framing inspection for any trusses installed. Note: Roof trusses must be properly anchored (hurricane clips).                      |
| <input type="checkbox"/> The driveway must be completed in compliance with the approved plans, any grade requirements, be paved, and be approved by the Town of East Fishkill Highway Department, or by the Dutchess County Department of Public Works, or by the New York State Department of Transportation. If the paving has not been completed a bond must be posted. | <input type="checkbox"/> Chimney chases have been constructed as per the approved plans, are properly fire-stopped, and terminates above the roof at least the minimum dimension required.  |
| <input type="checkbox"/> The final certified As Built Survey Plot Plan must be on file with the Building Department.   | <input type="checkbox"/> All fire-stopping has been properly installed (max. vertical distance – 8' and max. horizontal distance – 20').  |
| <input type="checkbox"/> Smoke alarms must be hard wired, interconnected, and operational. If there is an attic ventilation fan it must shut down when the smoke alarms are activated.   | <input type="checkbox"/> All stairways constructed on site (interior and exterior, basement stairs and deck stairs) must comply with the stair and rail requirements as specified in section 314, 315, and 316 of the New York State Residential Code.        |
| <input type="checkbox"/> All entrances/exits must have proper stairs and handrails where required.   |   |
| <input type="checkbox"/> All rooms intended for use as habitable space must have at least one door or window that meets the emergency egress requirements.   |   |
| <input type="checkbox"/> There must be at least one bathroom completely finished.  |   |

**Note: Not an exhaustive list – additional regulations may apply.**

I, \_\_\_\_\_, have inspected the construction associated with the Building Permit listed  
(Please print your name)

above and, to the best of my knowledge the construction has been completed as per the approved plans and is ready for inspection. I have also reviewed the footing inspection checklist above, and I understand that if the construction has not been completed as stated herein a re-inspection is required. A re-inspection fee will be charged for such inspection.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner or authorized agent

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